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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, Review Staff Office of Personnel	7/24/78	
2	Room 1006 Ames Building		
3			
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6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Mary: Mr. Dirks has decided that the way he wants to proceed at this point is to issue a notice regarding the SSCSP much like the one the DDA issued and then provide the Chairman of the SSCSP with more detailed instructions outlining how he wishes the Panel to carry out their responsibilities.

We would appreciate your informal review and comment for these two items. Should you have any serious questions at this point, I am told Mr. Dirks would be pleased to discuss them with you.

Thanks, *Rosemarie*

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

ES/SSCSP

7/21/78

DIRECTORATE OF SCIENCE AND TECHNOLOGY

GENERAL NOTICE NUMBER 217

SUBJECT: Establishment of DDS&T Senior Secretarial Career Service Panel (SSCSP)

1. (U) In compliance with a DDCI memorandum of 13 April 1978, Subject: Establishment of Career Service Panels for the Career Management of Secretarial and Clerical Personnel, the Directorate of Science and Technology established on 15 May 1978 the Senior Secretarial Career Service Panel (SSCSP) to administer a career management program for all senior secretaries of the R Career Service. All GS-8 and above employees who function primarily as secretaries, regardless of their occupational titles and irrespective of their Agency certified shorthand ability, will come under the purview of the SSCSP. The SSCSP will oversee the career management, development, competitive evaluation, ranking, promotion and assignment of secretarial personnel under its jurisdiction.

2. (U) The SSCSP will comprise each office Executive Officer or counterpart, the DDS&T Senior Secretary, and the DDS&T Records Management Officer. The DDS&T Executive Officer will serve as the Chairman of the SSCSP and the Directorate Career Management Officer will act as the Executive Secretary and Advisor. A list of current members is attached.

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3. (U) All recommendations of the SSCSP, except those involving ranking and promotion in compliance [redacted] dated 18 May 1978, will be subject to approval by the Head of the R Career Service. Results of competitive evaluations will be considered in making recommendations for assignment of secretaries as senior secretarial vacancies occur. The names of the most suitable candidates to fill each vacancy will be forwarded to the cognizant office for consideration. Assignment to GS-8 and above senior secretarial positions will be restricted to personnel either at the grade level of the position to be filled or no more than two grades below that of the position to be filled.

LESLIE C. DIRKS
Deputy Director
for
Science and Technology

Distribution: AB

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